

‘EDITED’ TASK LISTING

CLASS: Energy Resources Specialist II

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Plans energy efficiency programs (e.g. energy related construction projects) to reduce facility energy consumption and costs and provide direct support to the institutions, utilizing various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, data, etc.) as needed.
2.	Evaluates energy efficiency programs (e.g. energy related construction projects) to ensure continued energy savings and efficiency and compliance with laws, rules, regulations, etc. utilizing various resources (e.g. knowledge, laws, rules, regulations, data, etc.) as needed.
3.	Analyzes data (e.g. utility bills/rates, policies, legislation, literature, forecasts, etc.) to obtain/provide information, make recommendations, and to ensure energy efficiency at California Department of Corrections (CDC) facilities, utilizing various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.
4.	Researches data (e.g. utility bills/rates, policies, legislation, literature, forecasts, etc.) to obtain/provide information (e.g. contingency plan, energy supply and demand forecasting, energy site and facility plan, etc.), make recommendations, and to ensure energy efficiency at CDC facilities, utilizing various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.
5.	Conducts benefit/cost analysis to determine viability of energy related construction projects and programs utilizing various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.
6.	Conducts analytical studies and surveys to obtain information, take advantage of the most recent technology, verify data, and evaluate compliance with various laws, rules, regulations, policies, etc. utilizing various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.
7.	Participates in various committees/task forces, as a member or in a “leadership role”, to provide leadership, expertise and obtain/exchange information utilizing various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.

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8.	Coordinates the efforts of representatives of various governmental agencies (e.g., Department of General Services Energy Management Division, the California Public Utilities Commission, etc.), utility companies, private contractors/consultants, etc. to provide direction, information, and oversight, to ensure complete and timely implementation of energy efficiency projects, and to comply with laws, rules, regulations, policies, procedures, etc. utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc.) as needed.
9.	Consults with CDC facility staff and others on energy-related matters to provide intervention and assistance utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc.) as needed.
10.	Provides independent and highly complex energy and life cycle cost analysis of energy revenue bond, capital outlay, and third party financed projects to verify energy saving estimates and overall project soundness utilizing various resources (e.g. knowledge, mathematical skills, Economic models, theories, and principles, communication skills, laws, rules, regulations, policies, procedures, etc.), as needed.
11.	Evaluate the functions of the Energy Database in order to ensure that the Department has the best available information technology, and to keep pace with industry standards, utilizing computer, online energy tracking system, utility information, etc. continually.
12.	Make recommendations to management on energy related matters in order to resolve issues, comply with laws, rules, regulations, and provide them with the latest information, utilizing various resources (e.g. knowledge, communication skills, laws, rules, regulations, policies, procedures, etc.), as needed.
13.	Monitors contracts for the procurement of electricity and natural gas on behalf of the institutions in order to ensure reasonable cost and firm/reliable supplies utilizing (e.g. knowledge, analytical skills, communication skills, laws, rules, regulations, policies, procedures, etc.), as needed.
14.	Participates in the development of the Department's 5-year Infrastructure Plan on energy related construction projects in order to comply with laws, obtain funding, and prioritize Department's needs, utilizing (e.g. knowledge, analytical skills, communication skills, laws, rules, regulations, policies, procedures, etc.), annually.